

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

Page 1

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

703 - MILK AND DAIRY PRODUCTS DIVISION

| | | | | | | | |
|------|--|-------|--|-------|---|---|---|
| 735 | BULK MILK TANKER INSPECTION FORM | 6 | | 6 | O | P | |
| 740 | FROZEN DESSERT MANUFACTURING PLANT (INSPECTIONS) | 6 | | 6 | O | E | |
| 742 | FEDERAL CHECK RATING RECORDS (COMPLIANCE & ENFORCEMENT) | AC+3 | | AC+3 | O | P | |
| 744 | PASTEURIZATION PLANT INSPECTIONS | 6 | | 6 | O | E | RECORD OF ENFORCEMENT ACTIVITIES ARE NEEDED FOR 6 YEARS |
| 745 | WATER BACTERIOLOGY ANALYSIS | 6 | | 6 | O | P | REGULATORY DOCUMENT, RECORD OF ENFORCEMENT FOR 6 YEARS |
| 746 | WATER BACTERIOLOGY ANALYSIS | 2 | | 2 | O | E | |
| 755 | PRODUCER DAIRY INSPECTIONS | 6 | | 6 | O | E | |
| 756 | FEDERAL MILK MARKET REPORT (BUTTERFAT CONTENT OF DAIRY PRODUCTS) | 2 | | 2 | C | P | |
| 758 | RETAIL DAIRY PRODUCT ANALYSIS | 6 | | 6 | O | P | REGULATORY DOCUMENT RECORD OF ENFORCEMENT ACTIVITIES NEEDED FOR SIX YEARS |
| 761 | RAW MILK ANALYSIS | 6 | | 6 | O | P | |
| 2942 | FEDERAL MILK MARKET REPORT (BUTTERFAT CONTENT OF DAIRY PRODUCTS) | 2 | | 2 | O | E | |
| 2948 | RETAIL DAIRY PRODUCT ANALYSIS | 2 | | 2 | O | E | |
| 2951 | RAW MILK ANALYSIS | 2 | | 2 | O | E | |
| 2952 | MILK & DAIRY BEEF RESIDUE PREVENTION PROTOCOL | 6 | | 6 | O | P | |
| 2962 | POSITIVE LOAD REPORTING FORM | 6 | | 6 | O | P | |
| 3236 | NATIONAL MILK DRUG RESIDUE DATABASE | 3 MOS | | 3 MOS | O | E | |

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

Page 2

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

| | | | | | | | | | | | |
|--|------|---|-------|--|-------|---|---|---|---|--|--|
| 703 - MILK AND DAIRY PRODUCTS DIVISION | | | | | | | | | | | |
| | 3325 | FEDERAL MARKET ADMINISTRATOR DEGRADE/REGRADE | 6 | | 6 | O | | P | | | |
| | 3326 | NATIONAL MILK DRUG RESIDUE DATABASE | 3 MOS | | 3 MOS | O | | P | | | |
| 1.1.006 | 718 | COMPLAINTS (COMPLAINTS MADE BY EMPLOYEES OR OTHER PEOPLE CONCERN ING THE MILK AND DAIRY DIVISION) | AC+2 | | AC+2 | O | | P | | | AC=FINAL DISPOSITION OF THE COMPLAINT |
| 1.1.007 | 714 | PLANT CORRESPONDENCE | 3 | | 3 | O | R | P | X | | |
| 1.1.007 | 715 | CITY/STATE FILES | 3 | | 3 | O | R | P | X | | |
| 1.1.008 | 1906 | GENERAL CORRESPONDENCE | 1 | | 1 | O | | O | | | PAPER, ELECTRONIC |
| 1.1.020 | 4363 | OPEN RECORDS REQUESTS - APPROVED | AC+1 | | AC+1 | O | | O | | | AC= DATE REQUEST IS FULFILLED; PAPER, ELECTRONIC |
| 1.1.021 | 5144 | OPEN RECORDS REQUESTS - DENIED | AC+2 | | AC+2 | O | | O | | | AC=DATE OF DENIAL OF REQUEST; PAPER, ELECTRONIC |
| 1.1.057 | 4855 | TRANSITORY INFORMATION | AC | | AC | O | | O | | | PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED. |
| 1.2.005 | 4856 | RECORDS RETENTION SCHEDULE | US | | US | O | | P | | | |
| 1.2.010 | 4857 | RECORDS DISPOSITION LOGS | 20 | | 20 | O | | P | | | SEND TO RECORDS MANAGEMENT OFFICER WHEN COMPLETED |
| 2.1 | 3006 | Y2K PROBLEM-SOLVING DOCUMENTATION | 6 | | 6 | O | | O | | | PAPER, ELECTRONIC |
| 3.1.019 | 1912 | PERFORMANCE JOURNALS | 2 | | 2 | O | | P | | | MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE. |
| 3.1.020 | 1913 | PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS | AC+5 | | AC+5 | O | | P | | | MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION |

RETENTION CODES (Field 7)

* - All Audit Requirements
Will Be Met
AC - After Closed, Terminated,
Completed, Expired, Settled
AV - As Long As Administratively
Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X